

# Sanjib Kumar Ghosh

Sanjib Kumar Ghosh  
New Barrack Pore, West Bengal,  
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## ➤ SKILLS

- Excellent accounting knowledge and skills.
- Working with ERP.
- Strong communication skills, both written and oral, and experienced proofreading and double checking to eliminate errors and typos.
- Experienced in all payroll related administrative tasks and responsibilities.
- Experienced in Sales and Operation.
- Organized professional with experience multitasking effectively and without errors.
- Technological native familiar with all standard accounting software.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of

## ➤ PERSONAL INFORMATION

### Birthday

18<sup>th</sup> June 1985

## Accounts and Operations

### ➤ PROFILE ABOUT ME

Professional Accounting Operations Executive who can navigate the most complex ledger sheets and transactions. Adept in logging transactions developing comprehensive spreadsheets and verifying the accuracy of documented information. Specializes in accounting general ledger entries and reconciling bank statements, vendor management, Sales, operations, logistics and handling all financial instruments.

### ➤ EDUCATION

Bachelor of Commerce, Completed, May 2006  
Bangabasi College Of Commerce Calcutta

### ➤ WORK EXPERIENCE

#### ACCOUNTS EXECUTIVE, JIS UNIVERSITY, KOLKATA WEST BENGAL

*August, 2022 - Current*

- Maintain files on all account receivables and update records as required.
- Project cash and Petty Cash Handling.
- Updating Books daily basis.
- Reconcile all bank accounts and resolves all issues in processes.
- Prepare Outstanding Report.
- Vendor Management
- Invoice Checking, Invoice Processing and Cheque printing.
- Payroll Management and Implementation.
- Prepare different reports on weekly, fortnightly, monthly and yearly basis as per requirement of HO.
- Assisting senior accountants in processing balance sheet.
- Coordinating with Auditor

### ➤ WORK EXPERIENCE

#### ACCOUNTS AND OPERATION EXECUTIVE, AAKASH INSTITUTE, KOLKATA WEST BENGAL

*Feb, 2020 – July, 2022*

- Maintain files on all account receivables and update records as required.
- Project cash and Petty Cash Handling.
- Updating Books daily basis.
- Monitor all accounts payable cheques and PDC.
- Ensure efficient client services and provide support to administration staff.
- Prepare Outstanding Report.
- Monitor work of student's attendance and student problem.
- Handling all grievances e-mails and calls.
- Direct Sales, student counseling
- Coordinate with sales team and monitoring sales absences of branch manager.
- Prepare various kind of report as pre requirement of HO.

## ➤ WORK EXPERIENCE

### **ACCOUNTS AND OPERATION EXECITIVE, TIMES PRO, KOLKATA WEST BENGAL**

*Mar, 2016 – Feb,2020*

- Daily accounts maintain (Purchase, Sales, and Receipt and Payment).
- Daily deposit cash and cheque into bank.
- Maintain vendor payment and Negotiation with vendor as per requirement.
- Maintain Bank Reconciliation Statement.
- Maintain petty cash and project cash.
- Maintain store and & auditing monthly basis.
- Handling Logistic part.
- Maintaining documents and records and staff attendance.
- Managing housekeeping and Security guard staff's data and duties.
- Responsible for checking the cleanness of office.
- Responsible for checking the office asset in good condition.
- Responsible for organize training event at center.
- Prepare daily and monthly report as per requirement of Head office.
- Daily basis coordinate with Head Office.

## ➤ WORK EXPERIENCE

### **ACCOUNTS EXECITIVE, VASAN EYE CARE HOSPITAL, KOLKATA WEST BENGAL**

*Oct, 2013 – Feb,2016*

- Daily accounts maintain (Purchase, Sales, and Receipt and Payment).
- Daily deposit cash and cheque into bank.
- Maintain vendor payment
- Maintain Bank Reconciliation Statement.
- Maintain petty cash and project cash.
- Maintain store and & auditing monthly basis.
- Handling Logistic part.
- Maintaining documents and records and staff attendance.
- Responsible for checking the cleanness of office.
- Responsible for checking the office asset in good condition.
- Prepare daily and monthly report as per requirement of Head office.
- Daily basis coordinate with Head Office.

## ➤ WORK EXPERIENCE

### **EXECUTIVE**

### **APOLLO GLEANEGLES HOSPITAL, Mar, 2011 – Sept, 2013 KOLKATA WEST BENGAL**

- Maintain database daily basis.
- Daily basis pass purchase, sales, receipt, payment entry.
- Maintaining documents and records and staff attendance.
- Prepare daily and monthly report as per requirement of Head office.
- Maintain database daily basis.

➤ WORK EXPERIENCE

**ACADEMIC COUNSELLOR**  
**NIIT,**  
**KOLKATA WEST BENGAL**

*Jan, 2008 – July, 2010*

- Identifying new sales leads.
- Pitching products and service.
- Lead generation.
- Maintain fruitful relationship with existing customer/students.
- Student counseling.
- School & College visits.
- Coordination with front office and entire sales team.
- Preparing PowerPoint presentations and sales displays.
- Developing sales goals for the team and ensuring they are met.
- Training personnel and helping team members develop their skills.
- Prepare Daily and Monthly sales report.

Dated:

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(Signature)